

Pakefield PTFA Funding Policy

Objective

Our aim is to develop effective relationships between the staff, parents and others associated with the school. We will engage in activities to provide facilities or equipment that support the school, and advance the education of the pupils. Everything we fund benefits the children directly and supports the teaching staff.

The PTFA relies entirely on the goodwill and energy of the parents, carers, friends, pupils and teachers.

With events held throughout the year, funds are raised which are passed onto the school to supplement normal budgets via application or through specific fund raising, in line with the PTFA's constitution.

Criteria

The criteria for funding are:

1. Budget – to maintain a reserve of approx £500 to secure future fundraising events and operating fees.
2. Funds should be targeted to as wide a group of pupils as possible.
3. The item should support and enrich both curricular subjects and extracurricular activities.
4. The item should enjoy strong support.
5. The item should add value over and above the norm.

* If funding requests do not meet these criteria, it doesn't mean they will be automatically turned down but they provide a starting point for prioritising requests.

Process

1. Any member of Pakefield staff, pupils or PTFA may complete a funding request form one week in advance of next PTFA meeting.
2. The form should be e-mailed to the PTFA email address – details on school website, PTFA page (still to be confirmed – in meantime sent to either michelleperrin@talktalk.net or to tonibaker12@hotmail.com)
3. All requests will be advertised in advance as part of the meeting agenda in advance of the meeting.
4. The request will be reviewed at the next scheduled meeting.
5. The decision on funding will be made by vote of the committee members, at that meeting, with a quorum of at least four (committee members can vote in absentia).
6. If confirmed the funding request will lead to a cheque being raised against the specific invoice relating to the item(s)